Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT, formerly WAWF)

**DTRA iRAPT Training
Presented by:**

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Today's Agenda

iRAPT Overview

iRAPT Demo and Hands-on Exercises

Question and Answer

iRAPT Eliminates Paper from the Acquisition Process...

- iRAPT stands for **I**nvoicing, **R**eceipt, **A**cceptance, and **P**roperty **T**ransfer

- The Department of Defense initiated iRAPT to eliminate paper transactions from the acquisition process

- An interactive web-based application that allows Contractors/Vendors to submit invoices and receiving reports and the Government to accept electronically

...and Enables Users to Access Documents and Processes Electronically

- Users can be:
  - ➢ Contractors/Vendors
  - ➢ Government Officials
- Documents can be:
  - ➢ Contracts
  - ➢ Invoices
  - ➢ Receiving Reports
  - ➢ Vouchers
- Documents are used to generate payments for goods and services

Why WAWF for Electronic Invoicing?

- Invoices <u>must be</u> submitted electronically
- It's the Law
  - ➢ Mandated by Public Law: Section 1008 of National Defense Authorization Act of FY 2001
- It's being enforced!
  - ➢ DFAS mandates requirement for electronic invoicing, effective for contracts issued after Feb 28, 2003
- DFARS Clause 252.232-7003 (DFARS 232.7004)
  - ➢ Requires WAWF for electronic invoicing

  http://www.acq.osd.mil/dpap/dars/dfars/index.htm

iRAPT Replaces Paper Documents
with Electronic Documents

- In a traditional Receipts and Acceptance process, all the documents are paper-based

- New electronic documents can be accessed by each party at any time through the World Wide Web

iRAPT Has Significant Benefits for Vendors and the Government...

Vendor

- Cost/time savings

- On-time payment and faster processing time

- View documents and status at any time

- Correct and resubmit documents online

- Immediate feedback when Government rejects a document

- Audit trail displays comments for every rejection

Government

- Electronically record inspection and acceptance

- View documents and status at any time

- Real-time processing

- Reduced interest penalties on late payments

- Fewer lost and misplaced documents

- Less re-keying and higher data accuracy

- Maximize vendor-offered discounts

- Secure transactions with audit trail

Each Party Has One or More User Roles Within iRAPT

- Contractor/Vendor
  - Vendors, suppliers, contractors
- Inspector and Acceptor
  - COR/PM
- Cost Voucher Reviewer/Approver
  - Defense Contract Audit Agency (DCAA)
- Grant Approver
  - Office of Naval Research (ONR)
- Payment Official
  - Defense Finance and Accounting Service (DFAS)
- View Only
  - Supervisors, administrators, support staff

A Contractor/Vendor Initiates the Receipts and Acceptance Process

- Vendor (contractor or supplier) delivers goods or services according to contract terms

- Then the vendor submits an **Invoice and Receiving Report** in iRAPT

Next, the Goods or Services Are Inspected and Accepted

- Government entity that requested goods or services, inspects and accepts in iRAPT

- May involve more than one person and multiple locations

- Acceptance by *digitally* signing a *Receiving Report* confirming inspection and acceptance

Finally, DFAS Performs Two Functions in iRAPT:

- Compares invoice, receiving report, and contract

- Schedules accurate/valid invoices for payment and entitlement

  ➢ Rejects improper invoices back to Initiator

  ➢ Recalls Receiving Report back to the Acceptor
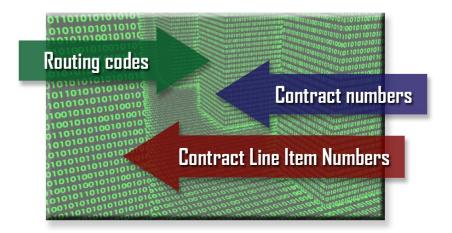   whe

iRAPT Can Be Used to Create and Process
a Number of Documents Electronically...

- Receiving Report

- Invoice

- **Invoice as 2-in-1 (services only)**

- **Invoice and Receiving Report (Combo)**

- Commercial item financing

- Performance based payment

- Progress payment

- **Cost voucher**

- **Grant voucher**

- Miscellaneous payment invoice

...and Can Also Be Used to Access Contracts and Modifications via EDA

- Electronic Document Access (EDA) system contains contract information:

  ➢ Contract numbers

  ➢ Routing codes

  ➢ Contract Line Item Numbers (CLINs)

- Information stored in this system can interface with iRAPT

Documents are Routed Through iRAPT According to Department of Defense Activity Address Codes (DoDAAC), Entered by Vendor

The Invoice 2-in-1 Merges a Commercial Invoice with a Receiving Report
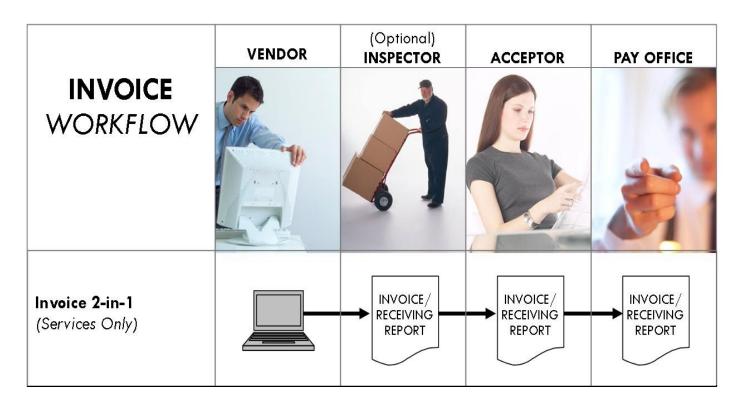
- Used for Firm-Fixed-Price (FFP) service contracts with **no supply deliverables**

- Used when a services contract requires invoice acceptance prior to submission for payment

- Creates a single document from one data entry session

Invoice 2-in-1 is Routed from Vendor to Acceptor Before It Ends at Payment Office

Invoice and Receiving Report Travel as One Document

The Combo – Invoice and Receiving Report from One Data Entry Session

- Used for FFP supplies contracts or contracts with services and supplies

- Creates two documents – Invoice and Receiving Report from one data entry session

- Eliminates need to re-key data

Combo Documents are Routed Separately Through iRAPT

Combo Workflow

Combo Invoice Statuses in iRAPT

Action Needed: Receiving Report is in "Submitted" status

Invoice is in "Extracted" status, which means it is at DFAS

T 5.6.0 (formerly WAWF)

Government | Documentation | Lookup | Exit

ptance Folder for 'HDTRA1' (39 items, sorted by Contract Number Ascending)

Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received	Status
Invoice 2in1	77930	161162912			HDTRA107D0008	0002	SERB028	2014-11-03	2014-10-31		Submitted		H	SERB028	2014-11-03	2014-11-03	Submitted
Combo D/D	8W884	933093676			HDTRA110F0031		HDTR613	2014-11-04	2014-11-01		Submitted		H	7794613	2014-11-04	D2014-11-04	Extracted

To take action, click on the link under the "Shipment Number" column
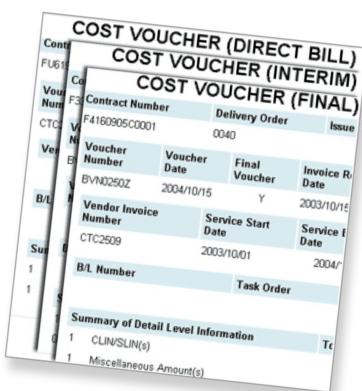
Cost Voucher is Used to Invoice for Fees and Costs Incurred During Contract Performance
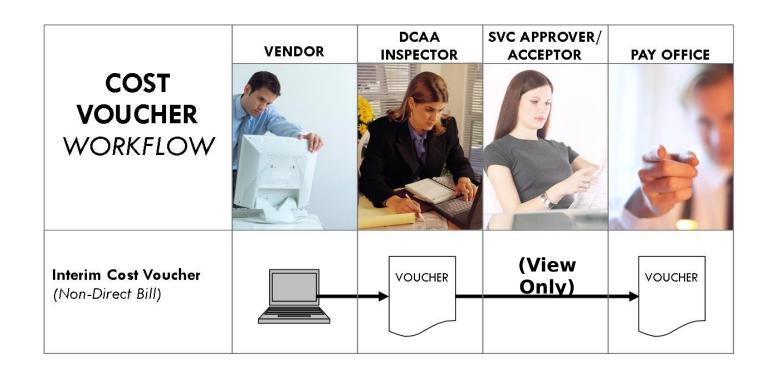
- Vendors submit *interim* vouchers and *final* vouchers

  - Two kinds of interim vouchers

    - ➢ Non-direct bill (high risk)

      - ➢ First Cost Voucher
      - ➢ Voucher over $5 Million
      - ➢ Any previously rejected voucher by DCAA or DFAS

    - ➢ Direct bill

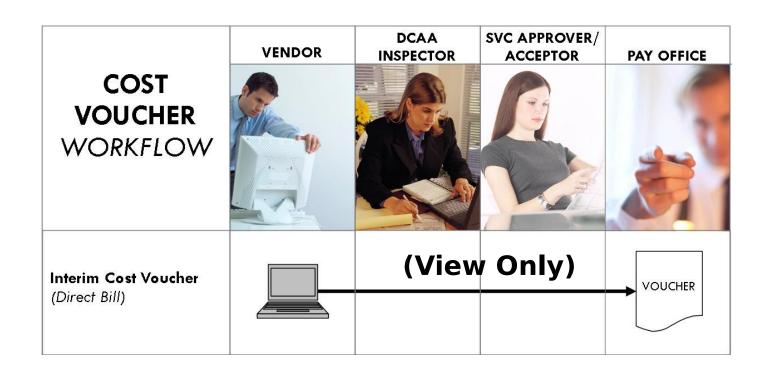# Non-Direct Bill is an Interim Voucher Submitted to DCAA Auditor

COST VOUCHER WORKFLOW	VENDOR	DCAA INSPECTOR	SVC APPROVER/ ACCEPTOR	PAY OFFICE
Interim Cost Voucher (Non-Direct Bill)	💻	VOUCHER	(View Only)	VOUCHER

Non-Direct Bill Workflow

Direct-Bill is Routed Directly to Pay Office

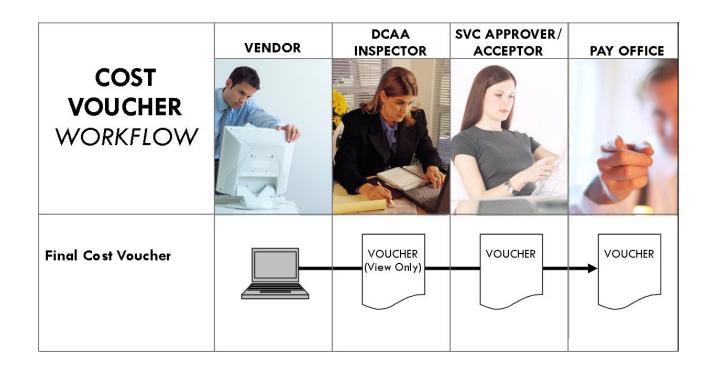|	VENDOR	DCAA INSPECTOR	SVC APPROVER/ ACCEPTOR	PAY OFFICE
COST VOUCHER WORKFLOW				
Interim Cost Voucher (Direct Bill)		**(View Only)**		VOUCHER

Interim Cost Voucher – Direct Bill Workflow

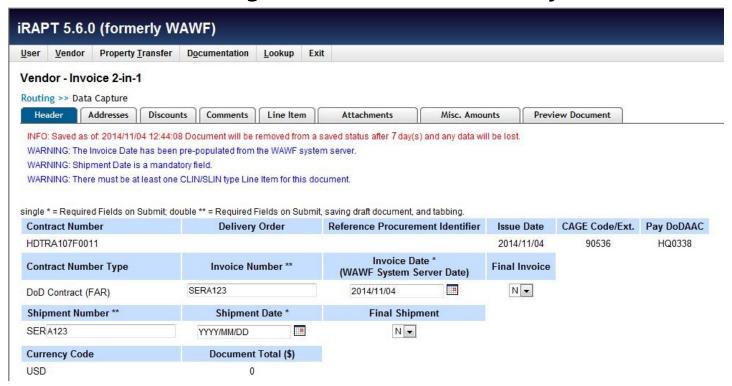# Final Cost Voucher Must Be Approved by Service Approver

Final Cost Voucher Workflow

Save Draft Function

- iRAPT has a "Save Draft Document" function that lets users save their work for completion at a later date

- Draft documents will be "purged" (if never submitted) or returned to their "original" status after 7 days
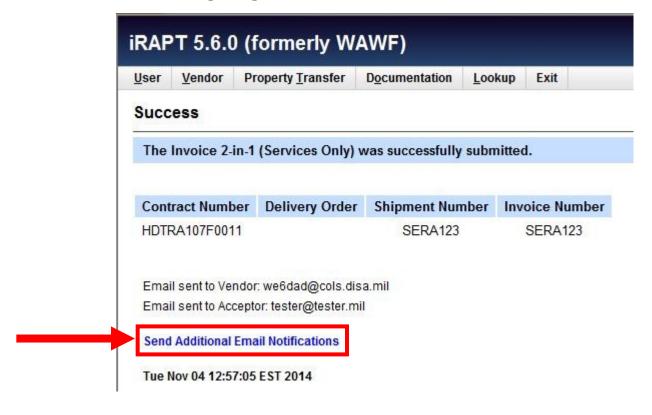
iRAPT Allows Users to Send Multiple Email Notifications

- Users have ability to send notifications to additional email addresses following an action

- Email addresses are saved for future use after submitted

- This function will enable Vendors to notify iRAPT Acceptors to take action on documents once they have been submitted
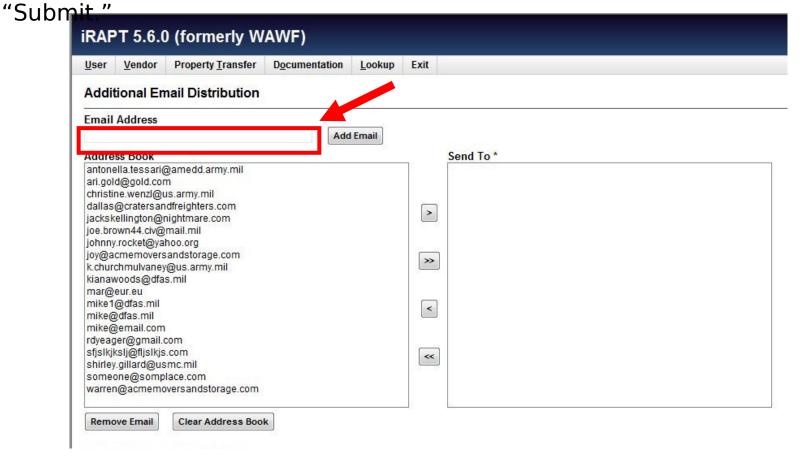
Send Additional Email Notifications

Vendor Step 1: Once you submit your documents and receive the following success screen, click on the "Send Additional Email Notifications" link highlighted below:
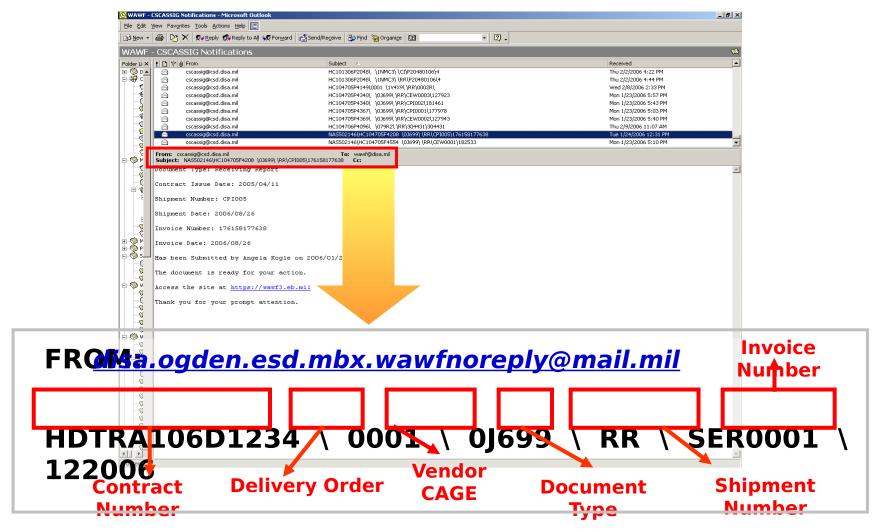
Send Additional Email Notifications

Vendor Step 2: Enter the email address of your PM/COR and click the "Add Email" button. When you are finished adding the addresses click "Submit."

iRAPT System Generated Email

FROM: *disa.ogden.esd.mbx.wawfnoreply@mail.mil*

HDTRA106D1234 \ 0001 \ 0J699 \ RR \ SER0001 \ 122006

Contract Number

Delivery Order

Vendor CAGE

Document Type

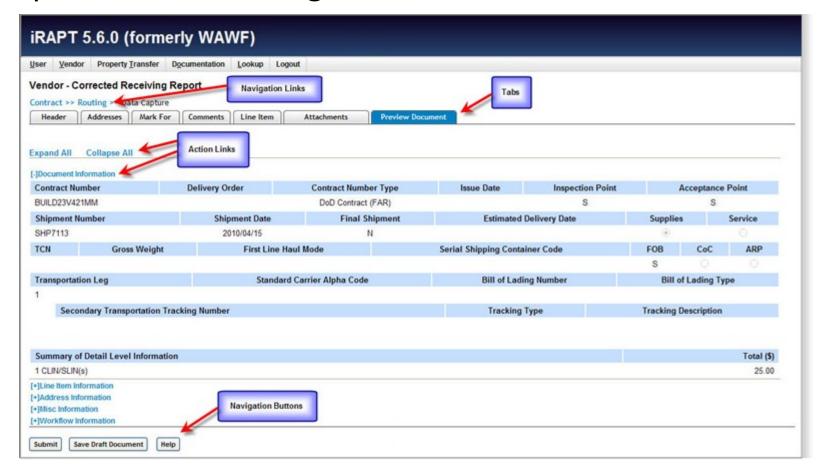**Shipment Number**

Invoice Number

iRAPT Provides Four Primary Ways
to Navigate the System

- Top menu bar, navigation links, tabs, and buttons

DO NOT Use the "Back" and "Forward" Buttons Provided by Your Browser

- ***Always*** use the menu or hyperlinks to navigate

- Browser buttons do not work properly in iRAPT

iRAPT's Security Time-out Function Limits the Session to 30 Minutes of Inactivity

- Data not submitted or saved will be lost
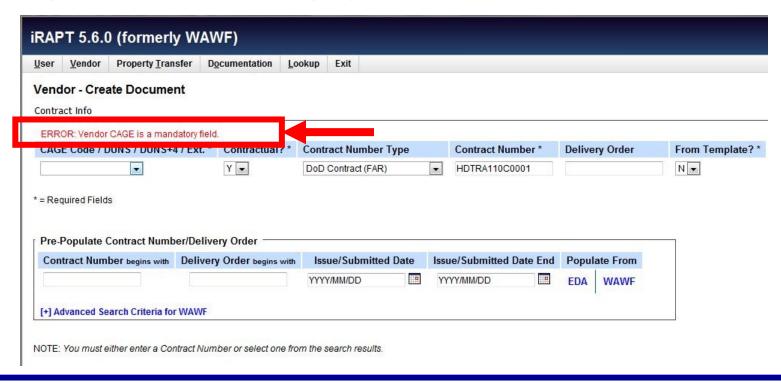- Click OK on the 5-minute reminder pop-up window to reset the clock

Required Fields are Marked with an Asterisk (*)

- You must complete required fields (*), but other fields can be left blank
- If you try to submit a document but have not completed a required field, iRAPT displays an ERROR message

For Security Reasons, You Must Log Out
from WAWF to Prevent Unauthorized Access

- Click "Logout," then close your browser

Today's Agenda

iRAPT Overview

iRAPT Demo and Hands-on Exercises
- User Logon
- Overview
- Document Creation (Vendors only)
- Acceptance Folder (Government only)
- Viewing Document History
- Document Recall, Rejection, and Resubmission
- Searching in iRAPT

Question and Answer

Today's Agenda

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Question and Answer

Additional Resources

- MyInvoice

- DFAS Vendor Pay Help Desk numbers
  - ➤ Columbus Center: 800-756-4571, option 1
  - ➤ Indianapolis Center: 317-212-1816

- Ogden Help Desk
  - ➤ 866-618-5988
  - ➤ disa.ogden.esd.mbx.cscassig@mail.r

Additional Resources

- iRAPT production site
  - ➢ https://wawf.eb.mil/
- iRAPT practice site
  - ➢ WAWF e-Business Suite Training Site
- iRAPT course-based training site
  - ➢ https://wawf.eb.mil/xhtml/auth/home/home.xhtml then click on link "Help/Training" in the top right corner, then click "Web Based Training"
- iRAPT DTRA/SCC-WMD1 site
  - ➢ https://dtra1/j4-8c/j8c/WAWF/Pages/WAWF%20Home.aspx
- DTRA iRAPT vendor site
  - ➢ http://www.dtra.mil/Contracts/BusinessOpportunities/irapt.aspx

Points of Contact

- DTRA iRAPT assistance
  - ➤ dtra.belvoir.J4-8C.mbx.dtra-wawf-help@mail.mil

- Mimi Juarez
  - ➤ mimi.t.juarez.civ@mail.mil

- Michael Lee
  - ➤ 703-767-0466
  - ➤ michael.y.lee.civ@mail.mil

User ID and Password Are Case Sensitive

https://wawftraining.eb.mil

Government IDs

- User ID: DTRAgovt01

- Password: IRAPT224welcome#1

- **Vendor IDs**

- User ID: Vendor11

- Password: IRAPT224welcome#1

DTRA iRAPT Cheat Sheet

- User ID:_____

- Location code:_____

- Contract number(s):_____

- Notes: